

EEO-101 Workforce Utilization Reporting Form Leases/Licenses/Permits/Transfers of Interest in Real Property Instructions

The New York State Office of General Services (OGS) is required to submit your lease, license or permit workforce data to the New York State Empire State Development (ESD) Division of Minority and Women's Business Development office. To comply:

- Landlord/Licensor/Permittor/Tenant/Licensee/Permittee/ Subcontractors must¹ submit this report quarterly by the 10th day of April, July, October, and January throughout the duration of a lease, license or permit.
- Gross Wage data is only required to be reported on a quarterly basis commencing with the April 1, 2018 report. For more information about this requirement visit the ESD website at: https://esd.ny.gov/doingbusiness-ny/mwbe/mwbe-executive-order-162.

- Landlord/licensor/permittor/tenant/licensee/permitee and/or subcontractor should separately report its workforce.
- If a landlord/licensor/permittor/tenant/licensee/permitee and/ or subcontractor has no data for that month a report must still be submitted. Complete Section A, including the preparer's name, title, date; check the electronic signature attestation; and check box for no workforce utilization reporting.
- Use the Excel form EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property located on the OGS website at: https://ogs.ny.gov/mwbe/forms. Helpful tips & instructions are outlined in this document.

- "Save as" the Excel report file with the following naming convention: AgencyAcronym_lease, license or permit number.xlsm
- Email the completed EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property form(s) to: EEO_CentCon@ogs.ny.gov

Need help?

Contact OGS at: 518-486-9284 or MWBE@ogs.ny.gov

¹In accordance with contract Article 21 Equal Employment Opportunity (EEO).

Sample View of Form EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property

| Company | Comp

EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property January 25, 202



Section A – Workforce Utilization Reporting Form Leases/Licenses/Permits/Transfers of Interest in Real Property Instructions

Sample View of Section A - Form EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property

		_			Preparer's Name:	8	
eporting Entity	1 Landlord Licensor Permittor Tenant Licensee	Permittee Subcontractor			Preparer's Title:		
Company Name	2		6 Reporting Perio	od - <u>Select One</u>	Date:		
ompany Address			January 1 - March 31	April 1 - June 30			
			July 1 - September 30	October 1 - December 31	By checking this box, I certify that I pers	sonally completed this document and I adopt the name typed above ronic Signatures and Records Act, with like legal force and effect as	as my
EIN / Vendor ID					electronic signature under the NYS Electr	ronic Signatures and Records Act, with like legal force and effect as	, if I
roject Location	3		Workforce Ident	tified in Report	had physically signed the document.		
dditional Locations			Workforce Utilized in the Performance of th	is Contract	10 Check this box if you are reporting that y	our firm had no workforce utilization for the reporting period.	
ease/License/Permit or other Transfer of Inter	ests		Contractor/Subcontractor's Total Workforce		Check this box if you are reporting that y	The first that the worklones admization for the reporting period.	
n Real Property	<mark>5</mark>)		Conductor/Subconductor's Total Worklores		Chack this how to request that the mater	ial included herein be withheld from disclosure pursuant to Article 6	6 of
		_			the Public Officers Law (Freedom of Info	rmation Law)	, OI

- 1 Reporting Entity: Check if you are reporting as the Landlord, licensor, Permittor, Tenant Licensee, Permittee or Subcontractor.
- 2 Company Name and Address: Type in the business name and address.
- 3 Project Location: Select the county location of the project from the drop-down list.
- 4 Additional Locations: If the project is in multiple locations, type in the name of all counties the project is located in.
- 5 Lease/License/Permit or other Transfer of Interests in Real Property
- **Reporting Period:** Landlord/Licensor/Permittor/Tenant/Licensee/Permittee/Subcontractors are required to report this data **quarterly** by the 10th day of April, July, October, and January. Select the quarter you are reporting.
- Workforce Identified in Report:
 - Option 1: "Workforce Utilized in Performance of this Contract" Check this option if this report includes data only on employees who worked on this project.
 - Option 2: "Contractor/Subcontractor's Total Workforce" Check this option if you are unable to report data only on employees who worked on this project. In this case, you must report data on your entire company workforce, regardless of whether or not all employees worked on this project.
- 8 Enter the preparer's name, title, and the date of preparation.
- 9 Check the box next to the electronic signature attestation.
- 10 Check the box if you are reporting that your firm had no workforce utilization data for the reporting period.
- 11 Check the box if you request that the material included herein be withheld from disclosure pursuant to Article 6 of the Public Officers Law (FOIL).



Section B – Workforce Utilization Reporting Form Leases/Licenses/Permits/Transfers of Interest in Real Property Instructions

Sample View of Section B - Form EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property

	SOC Job Title																			Number o	f Employee	s and Hours	s Worked b	Race/Ethnic I	Identificatio	on During Re	porting Peri	iod															
EEO 1 Job Categories		SOC Job Code			Caucasian/White									Black/Afr	ican Amer	rican							Hispan	c/Latino						Asiar	/Native Ha	waiian or (Other Pacific	er Pacific Islander						Native American/ Alaskan Native			
EEO 1 Jun Categories	300 Juli Hille	30C Job Code		Male		Female	•		x			Male		Fe	emale			x		М	lale		Fer	nale		х			Male			Female	2		х			Male			Female		
			No. of No Employees No	of Hours Gros	Wages No. o	No. of Hou	rs Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	of Hours Gr	oss Wages En	No. of nployees No.	of Hours G	iross Wages	No. of Employees	o. of Hours G	oss Wages Er	No. of playees No. of	Hours Gross	Wages Empl	o. of layees No. of	Hours Gross Wag	No. of Employe	No. of Hour	Gross Wage	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hour	s Gross Wage	No. of Employees	No. of Hour	Gross Wager	No. of Employee	No. of Hou	s Gross Wage	No. of Employees	No. of Hours	Gross Wages	No. o Employe
(1)	2	3	4	5 T	5	1											i					T				i						i											
																																						_					_
						\perp		\Box						_				_																				ــــــ					_
								oxdot				_		_				_													<u> </u>		_	<u> </u>				ــــــ		\perp			_
					_							_		_	_			_					_								<u> </u>		_				_	_					_
			_			+		\vdash				_	_	_	_			_							_		_				_	_	_	_	_	_	_	₩	_	\perp			_
	/license/permit/or other transfer of interests in real property	1	[<mark>7</mark>	_	iv	-	30			şv		_	ψV	_		ψV		- :	ψV		_	otal		şv			70			ąν			30			şv			ąν			ψV	

Section B: You are required to report on the **number of employees** and the **number of hours** worked by each race/ethnic identification. There are 11 rows in this section. Rows 1-10 are drop-down lists; the 11th row allows type-in information, if necessary. If there are more than 11 entries, please submit an additional form.

- 1 EEO Job Categories: Select a category from the drop-down list.
- 2 SOC Job Title: Select a SOC Job Title from the drop-down list.
- **3 SOC Job Code:** Based on the SOC Job Title, the appropriate SOC Job Code automatically fills in; it is not necessary to manually enter the SOC Job Code.
- # Employees: Across each row, enter the total number of employees within that job category/title/code by each race/ethnic/gender group.
- # Hours Worked: Across each row, enter the total number of hours worked within that job category/title/code by each race/ethnic/gender group.
- **Gross Wages**: Enter the total gross wages paid for work on the identified lease, license or permit, to all employees for each job code and each gender and racial/ethnic group, identified in the Report. Landlord/licensor/permittor/tenant/ licensee/permitee and/or subcontractor should report only gross wages for work on the contract paid to employees during the period covered by the Report. Gross wages are those reported by employers to employees on their wage statements.
- **Total # Employees, Hours Worked, and Gross Wages:** This row automatically tabulates totals of # employees, hours worked, and gross wages no need to enter any data in this row.

How to Submit:

✓ "Save as" the Excel report file with the following naming convention:

Agency Acronym_Lease, License or Permit Number.xlsm Example: OGS_1234567-C.xlsm

- Send the report as an Excel document do not convert to a PDF or other file format.
- If a landlord/licensor/permittor/tenant/licensee/permitee and/or subcontractor has no data for that quarter, a report must still be submitted. Complete Section A; including the preparer's name, title, date; check the electronic signature attestation; and check box for no workforce utilization reporting.
- ✓ Landlord/licensor/permittor/tenant/licensee/permitee and/or subcontractor's must submit an EEO-101-Leases/Licenses/Permits/Transfers of Interest in Real Property form quarterly by the 10th day of April, July, October, and January.
- ✓ Email to: EEO_CentCon@ogs.ny.gov